

Appendix C – Proposed terms of reference for Skills & Employment Committee

Skills & Employment Committee	
Purpose	<p>Development of thematic strategy and key policy, engaging key stakeholders and partners to develop proposals to assist delivery of the CAs strategic objectives</p> <p>Oversee implementation of thematic strategy and key policy, taking decisions within the strategic and budgetary framework agreed by the Board to deliver strategy and key policy.</p> <p>Drive delivery of key strategic performance measures (as set out in corporate plan and key supporting strategy)</p> <p>Oversight and management of the development and delivery of thematic business cases, programmes and projects, ensuring that they are contributing to the delivery of CA Strategic Objectives and the Annual Business Plan.</p> <p>Ensure all programmes and projects comply with the Assurance Framework and are monitored and evaluated in line with the Monitoring and Evaluation Framework.</p>
Accountable to:	Cambridgeshire & Peterborough Combined Authority Board
Accountable for:	<p>Development, management and implementation of key strategy and policy relevant to remit of Committee, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employment and Skills Strategy <input type="checkbox"/> Work, Health and Wellbeing Strategy <p>Oversight and management of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Coordination with Department of Work and Pensions on the Work and Health Programme and; <input type="checkbox"/> Department for Education on the Opportunity Area programme <p>Performance management of key performance measures within remit of the Committee, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Closing the skills gap with the national average for: a) Peterborough b) Fenland c) pockets within wider Cambridgeshire <input type="checkbox"/> An increase in % of the population qualified to Levels 2, 3 and 4. <input type="checkbox"/> Reduced difference in household income between most deprived and least deprived areas <input type="checkbox"/> Reduction in percentage of population claiming support allowances and credit due to attaining well-paid employment <input type="checkbox"/> Improved health and wellbeing

Membership:	<ul style="list-style-type: none"> <input type="checkbox"/> Mayor (or their nominee) <input type="checkbox"/> CPCA Lead Member for Skills & Employment <input type="checkbox"/> Representative from each Constituent Authority (not represented on Committee through CPCA Lead Member position(s)) <input type="checkbox"/> Business Board Thematic Representative <p>Co-opted Members of the Combined Authority Board should receive an open invite to all executive committees to enable them to attend for items of interest. If a co-opted member wishes to attend and speak at the meeting, they should notify the relevant Chair prior to the meeting. The rights and responsibilities of co-opted members as set out in the relevant paragraphs in [insert section] of the constitution apply to committees.</p>
Chair:	The Committee will be chaired by the CPCA Lead member for Skills & Employment
Vice Chair:	A vice-chair will be appointed at a Committee meeting at which appropriate CPCA Lead Members are not present
Voting:	<p>Only the voting members of the board will be entitled to vote at meetings, the Chair does not exercise a casting vote.</p> <p>Any matters that are to be decided by the Committee are to be decided by consensus of the Committee where possible. Where consensus is not possible the provisions of the Constitution shall apply as follows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Each Member of the Committee is to have one vote and no Member including the Chair is to have a casting vote <input type="checkbox"/> Co-opted Members cannot vote <input type="checkbox"/> Any matter put to a vote will be decided on a show of hands. A decision will require a minimum of four voting members present and voting
Quorum:	No business shall be transacted unless representatives of four Constituent Authorities or more are present at a meeting
Servicing:	The Committee will be serviced by CPCAs Governance Team
Frequency:	Minimum of 6 meetings per year
Supported by:	<p>The Committee is supported by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Employment & Skills Board <input type="checkbox"/> Education Advisory Group
Functions: (key areas of focus under Corporate Plan)	<p>Enhancing Careers Education, Information, Advice and Guidance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cambridgeshire & Peterborough Careers Hub <input type="checkbox"/> Influencing national providers of Careers <input type="checkbox"/> Lobbying Government for an all age careers service

	<p>Delivery of Lifelong learning and workforce skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue to target the delivery of the Skills Fund (AEB and Free Courses for Jobs) <input type="checkbox"/> Skills Bootcamps to better meet local need <input type="checkbox"/> Improve numeracy and number-confidence among our citizens through delivery of Multiply <p>Employer access to talent</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improve the supply of skilled and ready workforce through local co-ordination of the whole Employment and Skills System and control of post-19 skills budgets <input type="checkbox"/> Implementing a Health and Work Strategy to address economic inactivity and productivity <p>Growth Works with Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improving brokerage and employer engagement <input type="checkbox"/> Making skills easily accessible and increase technical education and careers <p>Building Skills Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> FE Cold Spots <input type="checkbox"/> ARU Peterborough Phase 3 <input type="checkbox"/> Centre for Green Technology at Peterborough College <input type="checkbox"/> Net Zero Centre at Wisbech <input type="checkbox"/> NCTC <p>Generic</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide leadership in developing an approach to future devolution of powers from Government to the region on matters of Skills and Employment <input type="checkbox"/> Lobbying for a second Skills Devo Deal that strengthens our current programme and delivers greater impact. To include a simplified Single devolved revenue budget for all skills programmes and a Single devolved capital budget for all skills infrastructure funding streams. Also a single devolved Careers budget <input type="checkbox"/> To consider and advise upon major policy change <p>The Committee can approve budgets and projects detailed in the Medium Term Financial Plan marked subject to approval including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approval of employment projects detailed in approved MTFP <input type="checkbox"/> Approval of AEB Budget as detailed in MTFP <input type="checkbox"/> Approval of commissioning of delivery partners where this is required and authorise the staged release of budget for education and skills projects detailed in and funded from the MTFP
<p>Lead Member Functions:</p>	<p>Support the Lead Member for Skills and Employment by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Providing advice and support to CPCA activity <input type="checkbox"/> Helping engage with wider stakeholder networks and activity

	<input type="checkbox"/> Identify and scale up existing good practice within the CPCA region, including cross portfolio working, improvements and initiatives <input type="checkbox"/> Identify and secure resources to deliver new opportunities
Review:	<p>Reviewed annually and/or following adoption of new Corporate Plan</p> <p>The review process will include consideration of co-opted membership that will support the Committees remit</p>